

Policy: Maintaining Required Certifications, Licenses, and Trainings

I. Purpose

To establish this Service's requirements for Personnel maintaining mandatory Certifications, Licenses, and Trainings.

II. General

It is the primary goal of this Ambulance Service to provide safe, quality, and efficient pre hospital care and or transport to all of our customers, while following State and Local Med Control Authorities regulations and requirements. To accomplish this goal, the Hudson Area Ambulance Service must mandate certain licenses, certifications and trainings. Enforcing these mandates, assist this Service in fulfilling its requirements to the State and Local Licensing Departments as well as, the requirements set forth by the payers who are billed for our services. In general, this Service believes having well trained employees improves our ability to defend ourselves against any possible litigation or payer audits.

III. Procedures

A. Maintaining Required Certifications, Licenses and Trainings

1. Each member is responsible for keeping all of his/her requirements current.
2. The Service will provide in house training on as many of the required subjects as possible. The cost of the trainings will be determined by the Director.

B. Record Keeping

1. Copies of all licenses, certifications, and trainings must be on file with the Director. It is the responsibility of each member to assure that all documentation is on file. If documentation of the requirement is not on file with the Director, the requirement will be considered not fulfilled.
2. Each member will have the ability to track his/her requirements through the on line schedule program.

C. Failure to keep Required Certifications, Licenses and Trainings current

1. If a member fails to keep any of his/her requirements current, they will be considered in violation of this policy and will be removed from any role as a primary responder.
2. The member will have up to 60 days from the expiration of the requirement to become compliant with this policy. If the member becomes compliant within this time period, he/she will be placed back in a role as a primary responder and scheduled as the current schedule permits.
3. If a member fails to become compliant within the 60 day period, he/she will be placed on administrative leave and further action will be discussed between the Director and affected member.
4. In rare circumstances, such as; illness, injury, active duty, etc., the Director may grant extensions of the 60 day recertification period to certain affected members. These incidents are to be considered rare, and any member who may not be able to meet the requirements of this policy should contact the Director as early as possible.

D. Mandatory Requirements for Members in the Primary Response Role

1. All members will maintain and have on file, the following requirements
 - a. Valid Driver's License
 - b. CPR Card
 - c. Yearly Driving Training
 - d. Yearly HIPAA Training
 - e. Yearly Hazardous Material Training/Testing
 - f. Yearly Blood Borne Training/Testing
 - g. Yearly Department Specific Competency Testing
 - h. Yearly TB Testing and Fit testing
 - i. ICS 100
 - j. ICS 200
 - k. ICS 700
 - l. ICS 704
 - m. Medical Authority Zone (MAZ) testing as required
 - n. On line training as assigned by the Service
 - o. Mandatory meetings or trainings as required by the Service
 - p. PEPP (Pediatric Education for Prehospital Providers) is **NOT** mandated at this time, but is highly recommended
 - q. ITLS/BTLS (Trauma Life Support) is **NOT** mandated at this time, but is highly recommended
2. Members Licensed as an EMT or EMT-S will maintain and have on file the following requirements
 - a. All the requirements listed in section D-1
 - b. Valid State of Michigan EMT or EMT-S License

3. Members Licensed as a Paramedic will maintain and have on file the following requirements
 - a. All the requirements listed in section D-1
 - b. Valid State of Michigan Paramedic License
 - c. ACLS (Advanced Cardiac Life Support) or similar certification
 - d. PALS (Pediatric Advanced Life Support) or similar certification

4. Additional requirement information
 - a. Requirements may be added as mandated by our State and Local Medical Control Authorities as well as, our Third Party Payers.
 - b. If any new requirements are mandated, the Service will provide a minimum of a 90 day period for members to become compliant.